

**Department:** Department Of Agriculture

**Agency:** Office of the Chief Information Officer

**Sub Agency:** National Information Technology Center

**Job Announcement Number:** OCIO-09-252-CIP

**THIS ANNOUNCEMENT HAS BEEN AMENDED TO EXTEND THE CLOSING DATE FROM 09/09/2009**

**Job Title:** Information Technology Specialist

**Salary Range:** 44,524.00 - 57,883.00 USD per year  
The above salary reflects the GS-7 salary range; GS-9 = \$53,234 - \$69,204

**Series & Grade:** GS-2210-07/09

**Promotion Potential:** 11

**Open Period:** Friday, September 04, 2009 to Friday, September 18, 2009

**Position Information:** Full-Time Federal Career Intern

**Duty Locations:** 2 vacancy - Kansas City Metro area, MO

**Who May Be Considered:** Applications will be accepted from US Citizens, from current and former competitive service Federal employees, and people eligible under special hiring authorities.

**Job Summary:** The National information Technology Center (NITC) is part of the Office of the Chief Information Officer (OCIO) for the United States Department of Agriculture (USDA). The mission of NITC is to *provide reliable and cost-effective Information Technology Solutions to achieve effective mission performance delivery for the USDA, its agencies, and others.*

**NOTE:** This position is being filled under the Federal Career Intern Program (CIP). Additional information on the CIP is available at <http://www.opm.gov/careerintern/index.asp>.

**Key Requirements:**

Education

U.S. Citizenship  
Background and/or Security Investigation required.

**Major Duties:**

Incumbent performs shift work on one of the 7x24x365 shifts with responsibilities for performing duties in a multi tier server environment. The incumbent duties include Administration of IT Systems, Conducting research and analysis, computer operations, project planning and management, maintenance of documentation, and automated systems support designed to develop the knowledge, skills, and abilities needed to configure, implement, and maintain operating systems, subsystems, program software, and hardware on servers. Maintains environmental stability and provide customer support. Serves as a team member for projects and studies involving assigned responsibilities.

**Qualifications:**

**EDUCATION AND EXPERIENCE REQUIREMENTS:** The following table shows the amounts of education and/or experience required to qualify for this position. The Office of Personnel Management's **Operating Manual: Qualification Standards for General Schedule Positions** will apply.

To qualify for the GS-7 position, you must satisfy one of the requirements described below:

One year of specialized experience equivalent to the GS-5 federal grade level is required. Specialized experience is experience in the performance of tasks such as: (1) translating detailed logical steps developed by others into language codes that computers accept where this required understanding of procedures and limitations appropriate to use of a programming language; (2) interviewing subject-matter personnel to get facts regarding work processes, and synthesizing the resulting data into charts showing information flow; (3) operating computer consoles where this involved choosing from among various procedures in responding to machine commands or unscheduled halts; (4) scheduling the sequence of programs to be processed by computers where alternatives had to be weighed with a view to production efficiency and (5) preparing documentation cost/benefit studies where this involved summarizing the material and organizing it in a logical fashion.

OR

Graduate Education. You must have at least one full academic year of graduate level education that demonstrates you possess the knowledge, skills and abilities necessary to satisfactorily perform the work. One year of full-time graduate education is normally determined by the school you attended. If that number cannot be determined, 18 semester hours should be considered equivalent to one academic year of graduate study. Major field of study must have been computer science, information science, information systems management, mathematics, statistics, operations research, or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field. If you qualify based on your graduate education, you must provide a copy of your college transcripts along with your application. If you are selected for the position, an official college transcript(s) will be required at your start date.

OR

Combination of graduate education and specialized experience. If you have some, but not all, of the graduate education and specialized experience described above, you may still qualify by combining the amount of creditable education and experience that you do have.

OR

Undergraduate Degree and Superior Academic Achievement. You have successfully completed a full 4-year course of study in the IT or related field leading to an undergraduate degree from an accredited college or university or you possess an undergraduate degree in the IT or related field from an accredited college or university,

AND

You meet one of the following Superior Academic Achievement provisions:

- a. Ranked in the upper 1/3 of your college class or major subdivision at the time you apply; OR
- b. Earned election to a national scholastic honor society that meets the requirements of the Association of College Honor Societies other than freshman honor societies; OR
- c. Earned a grade point average (GPA) of 2.95 or higher on a 4.0 scale based on all completed undergraduate courses, or all undergraduate classes completed during the final two years; OR
- d. Earned a GPA of 3.45 or higher on a 4.0 scale based on all completed undergraduate courses in your major, or all undergraduate courses in your major completed during the final two years.

To qualify for the GS-9 position, you must satisfy one of the requirements described below:

One year of specialized experience equivalent to the GS-7 federal grade level is required. Specialized experience is experience that demonstrated knowledge of computer requirements and techniques in carrying out project assignments consisting of several related tasks, such as typically is the case in development of minor modifications to parts of a system on the basis of detailed specifications provided. The assignments must have shown completion of the following, or the equivalent: (1) Analysis of the interrelationships of pertinent components of the system; (2) planning the sequence of actions necessary to accomplish the assignment; and (3) personal responsibility for at least a segment of the overall project.

OR

Two full years of progressively higher-level graduate education or master's or equivalent graduate degree. Major field of study must have been computer science, information science, information systems management, mathematics, statistics, operations research or engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field.

OR

Combining education and experience. You can meet total qualifications for this job by combining specialized experience and appropriate education according to the following formula: (a) your total months of full time specialized experience as a percentage of a 12 month total; PLUS (b) your total number of qualifying graduate semester or quarter hours as a percentage of two years of graduate study leading to a Masters or equivalent degree. The total of the two percentages must equal to at least 100 percent.

To qualify based on education, submit copy of transcript or list of courses with credit hours, major(s), and grade-point average or class ranking. Application materials will not be returned. Submit proof of your

education with a transcript or list of courses with credit hours, major(s), and grade point average or class ranking. We will be unable to return these to you. You can receive credit for education received outside the United States if you provide evidence that it is comparable to an accredited educational institution in the United States when you apply.

You must be a U.S. citizen to qualify for this position.

You will need to successfully complete a background security investigation before you can be appointed into this position.

**How You Will Be Evaluated:**

You will be evaluated based upon the question responses you provide during a structured interview. In responding to structured interview questions you should be sure to site specific examples of experience, explain exactly what you did, and the outcome.

**Benefits:**

You may participate in the Federal Employees Health Benefits program, with costs shared with your employer. More info: <http://www.usajobs.gov/jobextrainfo.asp#FEHB>.

Life insurance coverage is provided. More info: <http://www.usajobs.gov/jobextrainfo.asp#life>

New employees are automatically covered by the Federal Employees Retirement System (FERS). If you are transferring from another agency and covered by CSRS, you may continue in this program. More info: <http://www.usajobs.gov/jobextrainfo.asp#retr>

You will earn annual vacation leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#VACA>

You will earn sick leave. More info: <http://www.usajobs.gov/jobextrainfo.asp#SKLV>

You will be paid for federal holidays that fall within your regularly scheduled tour of duty. More info: <http://www.usajobs.gov/jobextrainfo.asp#HOLI>

Tele-work / telecommuting may be made available after you have come on board. More info: <http://www.usajobs.gov/jobextrainfo.asp#TELE>

Alternative work schedule options are available.

If you use public transportation, part of your transportation costs may be subsidized. Our human resources office can provide additional information on how this program is run.

**Other Information:**

This job is being filled by an alternative hiring process and is not in the competitive civil service.

You must submit all required information by the closing date. If materials are not received, your application will be evaluated solely on the information available and you may not receive full consideration or may not be considered eligible.

The materials you send with your application will not be returned.

You will be required to serve a probationary period of 2 years.

**How To Apply:**

If education is used to qualify for this position, please include sufficient information in your resume so you can be evaluated. You may mail a list of college courses that includes hours and grades to provide detail.

Application mailed using government postage or through an internal federal government mail system will not be considered.

**TO BE CONSIDERED, YOU MUST SUBMIT THE FOLLOWING. FAILURE TO COMPLY WILL RESULT IN NON-CONSIDERATION:**

\* **A resume or OF-612** (Optional Application for Federal Employment), or any written application. Be sure to indicate the **Vacancy Announcement Number**. Electronic versions of the OF-612 and an on-line resume builder may be accessed at <http://www.usajobs.opm.gov>. **(NOTE: ONLY INCLUDE THE LAST FOUR DIGITS (\*\*-\*\*-1234) OF YOUR SOCIAL SECURITY NUMBER ON ANY DOCUMENTS YOU SUBMIT.)**

\* The USDA Career Intern Program (CIP) application. The CIP application is available at <http://www.usda.gov/da/employ/CareerInternApplication.htm>.

AND

\* If you're using your education to qualify, a copy of your most recent transcript.

***Please be sure to indicate your email address, as further communication with you on the status of your application may be by email.***

***APPLICATION DEADLINE: APPLICATIONS MUST BE RECEIVED BY C.O.B. (4:30 P.M. EST) ON THE CLOSING DATE of this announcement. If you request forms late in the open period, you are still required to have your application received by the closing date. No extensions will be given.***

***We are sorry for any inconvenience that this may cause; however, due to mail being irradiated, we have no control over when we receive mail. The Human Resources Services Division staff wants to ensure that your application package is timely and is considered for further processing.***

**WHERE TO SUBMIT APPLICATIONS:**

USDA-DA-OHCM-DHRD

ATTN: HR Assistant

**ANNOUNCEMENT NO: OCIO-09-252-CIP**

STOP 1921, ROOM 2-W, JLW

1400 INDEPENDENCE AVE., SW

WASHINGTON, DC 20250-1921

Contact Donna Carter at (202) 720-5806 for additional information.

**Contact Information:**

Donna Carter  
Phone: 202-720-5806

Or write:  
Department of Agriculture  
1400 Independence Avenue, SW  
Room 2-W, STOP 1921

Washington, DC 20250  
US

**What To Expect Next:**

Applicants may be notified by mail or email of the status of this job. Applicants are asked to give an email address in order to receive a response regarding the status of this job.

**EEO Policy Statement:** <http://www.usajobs.gov/eo>

**Reasonable Accommodation Policy Statement:** <http://www.usajobs.gov/raps>

**Veterans Information:** <http://www.usajobs.gov/vi>

**Legal and Regulatory Guidance:** <http://www.usajobs.gov/lrg>

